

**BFCCPS Finance Committee**  
**Meeting Minutes**  
**2/4/16**

Attendees: Jerry Cimmino, Heather Zolnowski, Jennifer Powell, Matthew Dunlap, Pat Fairbanks, Beth O'Toole, Tom Pacheco, Jason Fine

*8:07am meeting began*

**Administrative Matters**

- January meeting minutes were approved unanimously

**Discussion of Financial Statements**

- Heather discussed the increase to the Character Education line item.
- Heather and Jennifer discussed the possibility of adding an additional line for "Parental Educational Opportunities" expense on the financial statements going forward
- Substitution expense line item is decreasing due to the return of a teacher that had been on maternity leave
- Professional Development expense increasing as some additional speakers are being brought in for the Professional Development days in the second half of the year
- Heather discussed the increase of the Sped Consultant expense that is due to a Sped Consultant being brought for the second half of the year
- The Legal Expense line item was discussed and it was determined to leave the budget and estimated spending at 7k for the year as that expense carries some uncertainty at this time

**Other Administrative Matters**

- Jennifer discussed the "E-rate" Federal program that would help reduce the cost of implementing a new internet server for the school expansion. Signing up for this service would cost approximately \$1,500 to hire a consultant to help file the paperwork on behalf of the school. It is believed that the savings the school will receive would far exceed the \$1,500 cost for the consultant. No final decision was made on this program
- Jerry handed out a matrix of the expansion costs to date listing out the expenses incurred. Jason commented that for CSSS there could be some operational costs included in the year-to-date amount. Jason also noted that the DPI charges should be looked at closely as they have an expense structure based on three different phases of work being done. Tom inquired whether there is a budget that can be created to compare actual versus budgeted costs.
- Jerry would like to discuss Transportation charges in the next meeting in March.
- Jerry asked that the committee start to think about the 2016-2017 budget
- The possibility of hiring a Fund Raising Consultant in the near future was discussed

*8:55am meeting adjourned*